



TITLE: Warehouse Associate
REPORTS TO: Warehouse Supervisor
DEPARTMENT: Warehouse
LOCATION: Huntsville, FL
OPEN: September 7, 2006
CLOSED: September 17, 2006

GENERAL RESPONSIBILITIES:

Under the direction of supervisor, performs those duties relating to the storage and retrieval of system supplies and equipment.

SPECIFIC RESPONSIBILITIES:

- Maintains all inventory in a secure and orderly manner with appropriate controls as outlined in the Company's inventory control guidelines.
- Distributes supplies and equipment from storage, upon authorized request, and returns them to proper place after use.
- Performs shipping and receiving function, including lifting and carrying loads of up to 70lbs.
- Maintains inventory reports.
- Timely re-ordering of inventory and necessities.

PREFERRED EXPERIENCE/SKILLS:

- High school diploma or GED.
- Ability to develop and implement a simple record-keeping procedure.
- Ability to communicate clearly and tactfully, yet convincingly, with other employees.
- Knowledge of all functions and related tasks in each area of the warehouse.
- Ability to lift and carry loads up to 70lbs.

APPLICATION INSTRUCTIONS:

To apply for this position, please submit your resume via any of the methods listed below:

Via Mail: Mediacom, Attention: Human Resources
1613 Nantahala Beach Road, Gulf Breeze, FL 32563
Via e-mail: sroush@mediacomcc.com
Via fax: (850) 916-7785
Website: www.mediacomcc.com

It is the policy of Mediacom to provide equal opportunities for employment and advancement to qualified individuals without regard to race, color, religion, creed, national origin, sex, age, sexual orientation, marital status, disability or veteran status or any other characteristic protected by law.EOE